

## **REGULATORY COMPLIANCE OFFICER**

### **PURPOSE AND NATURE OF WORK**

Positions are responsible for inspection of industrial sites, sampling and analysis of materials in order to assure compliance with regulations concerning either hazardous materials, municipal landfills, discharges into the municipal sanitary sewers or storm sewers, discharge from municipal wastewater treatment plants, and agricultural land application of residuals from water/wastewater treatment. (Depending on area of assignment) Incumbents typically report to technical supervisor and have supervisory responsibilities for a small number of Regulatory Compliance Specialists, technicians, or equipment operators.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Monitors legislative reports to ensure a current knowledge of regulations and compliance requirements in the area of assignment. Prepares reports to regulatory agencies such as the Environmental Protection Agency and Department of Environmental Quality, such as the Discharge Monitoring Report.

Schedules, supervises and conducts the following:

Inspections to identify hazardous materials. Informs and trains workers in matters concerning these materials, completes reports, monitors disposal, develops handling and spill procedures and prepares and files Material Safety Data Sheets.

Identification of sources of un-permitted industrial discharges into the municipal storm or sanitary sewer systems. Visits plants, conducts inspections, notes processes and reagents, installs sampling equipment and/or takes samples, obtains records from plant personnel, drafts discharge permits, and conducts or obtains laboratory tests and analyzes results.

Inspections of sites for disposal of residuals from treatment plants, samples residuals, samples soils, calculates and schedules application of residuals for tracts of land of land based on these analyses.

Asbestosis and lead abatement monitoring, storm water monitoring, Phase I Environmental Site Assessment and sampling. Responds to citizens complaints with regard to area of assignment. Maintains compliance with regulations for operation and maintenance of closed landfills. .

Biological Oxygen Demand, Total Suspended Solids, Chemical Oxygen Demand, Volatiles, Sludge Oxygen Uptake Rate, Fecal Coliform, pH and other laboratory tests.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS** (Depending on area of assignment)

Knowledge of local, state, and federal regulations pertaining to hazardous materials in the workplace and notification of workers.

Knowledge of local, state, and federal regulations pertaining to municipal wastewater treatment, storm water, pretreatment, and solid waste and residuals disposal.

Knowledge of chemical and bacteriological laboratory methods and analyses.

Ability to read and comprehend existing and new local, state, and federal regulations related to area of assignment.

Ability to use personal and mainframe computer databases and utility billing applications.

Ability to form and maintain effective working relationships with industry management, regulatory agency officials, and other employees.

### **DESIRABLE TRAINING AND EXPERIENCE** (Depending on area of assignment)

Bachelor's degree in Biology, Chemistry, Environmental Science, or related field and significant working experience in industrial wastewater analyses, municipal wastewater treatment residuals analyses, hazardous materials procedures, or an equivalent combination of education and experience.